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# SC NEWSLETTER

6-4357



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## How to Reach Us

Are you confused about the network or e-mail??  
Are you ready to smash your PC??? Well,  
please don't - just call the Technical Support  
Center for help !!!! 846-HELP  
(846-4357)

## Hours of Operation:

Monday - Friday 0700 - 1630

## After Hours Network Problems:

Customers with network problems after normal  
duty hours (1630-0630), on weekends and  
holidays should use the following steps:

- Call **853-PAGE (3-7243)**.
- The paging system will ask for the pager code.  
At this point dial **1124**.
- The system will then ask you to enter your  
phone number. Do so and then hang up.

## E-Mail Address:

HELPLINE@PLK.AF.MIL



**QUESTION:** What is that little question mark?

**ANSWER:** The question mark in the upper-right-hand corner of many dialog boxes is the What's This Button. Click on it and drag the question mark to anything you don't understand. You'll get a pop-up explanation.

**TIP: Using the right-drag till you drop option.** When you drag a program file from one Explorer window to another, Explorer will copy or move the file depending on the windows and file type involved. It tries to be as clever as it can; but, it can't guess what you want. If you press the right mouse button (rather than the left button) and drag; when you drop the file, you get a menu of choices. The default choice is highlighted so you can learn for the future. This paradigm is used through the shell and will be widely used in applications.

### TIP: Quickly Booting Into Safe Mode.

You probably know you can boot into Safe mode by pressing [F8] as Windows is starting and then choosing option 3 from the menu. But there's a quicker way-just hold down [Shift] when the Starting Windows 95... message appears.

## TIPS, TRICKS, & FAQs



### Microsoft Windows 3.1

**QUESTION:** From within a Windows application, how can I switch applications without exiting the current application?

**ANSWER:** From the current application, you can switch to another open application by pressing the <ALT> and <TAB> keys at the same time. While continuing to hold the <ALT> key, press the <TAB> key until the application you wish to use is displayed. Once you see the desired

application, let go of the <TAB> and <ALT> keys and Windows will switch to the selected application. This only works with applications currently in use within Windows.

You can also use CTRL+ESC to view the Task List Dialog Box. This allows you to switch to the program you need by selecting from the action list.

### Microsoft Word 6

**QUESTION: How can I remove the WordPerfect references for certain keyboard actions in Microsoft Word 6.0? For example, if the <Del> key is pressed when a block of text is selected, the prompt Delete Block? No (Yes) appears in the left corner of my screen on the status bar.**

**ANSWER:**

1. Choose Options from the Tools menu. The Options dialog box appears which is divided into 12 tabs.
2. Select the General tab. From the list of General Options, click on the Navigation Keys for Word Perfect Users button to remove the selection.
3. Click OK.



## Advanced Users



Please check future issues for information in this area.

## ANNOUNCEMENTS / UPDATES / FIXES



### CD-ROM Recorder for PL Users

To aid Phillips Laboratory users needing to store and distribute large volumes of data, the Computational Services Division (PL/SC) is now offering for general use a CD-ROM recorder, which allows you to write CD's in PC, Mac, and UNIX formats. Each CD holds roughly 650 Mb (74-minute disks).

We have the ability to create CD's compatible with PCs (ISO9660), Macs (HFS), and UNIX (ISO9660 - Rockridge Extensions). We also support making hybrid CDs — CDs that can be read on all three platforms.

The components of the CD-ROM system, located in the Visualization Laboratory, include:

- Yamaha CDE-100 4X-speed CD-ROM recorder
- CDR Publisher: Desktop CD-ROM Publishing software from Creative Digital Research writable CDs (about \$10 per disk)

If you are interested in taking advantage of this service, please contact Randy Rokosz (rokoz@plk.af.mil, 6-6108),

Lt Misty Sorensen (sorensem@plk.af.mil, 6-2523), or Ken Summers (summers@plk.af.mil, 6-2532).

### Netscape (Web Browser)

For Your Information: PL/SC has a 1,000 copy license of Netscape for the Phillips Laboratory. If you require access to the Internet and are a government employee (military or civilian), please either call or send e-mail to the Technical Support Center to schedule installation of this package. NOTE: If you are a Government Contractor and also need Internet access, PL/SC can install the Microsoft Internet Explorer package.

### FormFlow 2.0

For Your Information: PL/SC is in the process of purchasing an enterprise license of FormFlow for the Phillips Laboratory. This means you will be able to install the package off the different PL novell file servers. We will be sending an announcement through DITE and this Newsletter when this version is available.

### Desktop V Contract:

The Desktop V contract is now ready to accept orders. You can order portables, desktop, advance desktops, servers and printers off this contract vehicle. It was awarded to two vendors (Zenith Data Systems - <http://www.zds.com> and Hughes Data Systems - <http://www.hughes-hds.com>) and both have web sites with information about the products available off these contracts. The Technical Support Center has hardcopies of the Order Preparation Guides and B-Tables prepared by the HQ Standard Systems Group at Gunter.

Desktop V is a NON-MANDATORY Indefinite Delivery/Indefinite Quantity (ID/IQ) contract to provide microcomputers, peripherals and software to support general purpose office automation. It will be AF policy to order from Desktop V. If you do not order from Desktop V, you will need a waiver and a C4 Systems Requirements Document (CSRD). (CSRDs are not required when ordering from Desktop V.)

**Please send your comments/suggestions to the HELPLINE account. If you would like information included in future issues, please let us know.**